

Multiple Shipping Addresses (Where to split the quantity when we are adding 2 shipping addresses)

This manual skips to the point in a FULL REQUISITION where we are adding the line items and getting ready to work on the shipping information.

1. Adding the Items

The screenshot displays the VFO Requisition system interface. On the left is a navigation menu with the VFO logo and the title 'Requisition'. The menu items are: General (highlighted with a red box), Additional Info, Ship To, Text, Summary, and Return. The main content area is titled 'Item General' and contains the following fields:

- Navigation buttons: First, Previous, Next, Last, Add, Copy, Delete, ?
- Item Information section: Requisition Number: CSB-01000-02-0015, Item Number: 0001, of
- Item General section:
 - Item Number: 1
 - Description: Computer
 - Qualifier: By Quantity (dropdown)
 - Unit of Issue: EA (dropdown)
 - Quantity: 2
 - Unit Price: 100
 - Amount: 200.00
 - User Product Code: (empty field)
 - Calculate By Percent: ☒

A callout box on the right side of the form contains the text: 'Make sure you put in the required fields: **Description, Unit of Issue, Quantity and Price.**'

At this point we have already filled out the information at the Main header level and we have clicked “Add” to put this first line item on the requisition. *Once you have put in the required information go to the next page of this manual.*

2. Ship To Home Screen

The screenshot displays the VFO Requisition system interface. On the left, a sidebar menu under the 'Requisition' header includes options: General, Additional Info, Ship To (highlighted with a red box), Text, Summary, and Return. An arrow points from the 'Ship To' menu item to a text box labeled '1. Click "Ship To".'. The main content area features a top navigation bar with buttons: First, Previous, Next, Last, Add, Copy, Delete, and ?. Below this is the 'Item Information' section, showing 'Requisition Number: CSB-01000-02-0015' and 'Item Number 0001 of 1'. A large 'Add' button is prominently displayed. Below the 'Add' button is the 'Ship To/Accounting' section, which includes a table with columns: Ship To, Mark For, Quantity, Amount, and Deliver By. An arrow points from the 'Add' button to a text box labeled '2. Click "Add" to enter Address #1.'.

1. Click "Ship To".

2. Click "Add" to enter Address #1.

Once you click "Add" go to the next page of this manual.

3. Change the Quantity

Requisition Information		
Requisition Number: CSB-01000-02-0015	Description: Computer	Quantity: 2
Version: BASE		Unit Price: \$100.00
		Amount: \$200.00

Delivery Location/Accounting Detail	
Ship To	
Ship To: CHEMICAL SAFETY	Mark For:
Quantity: 2	Amount: 200.00
Delivery Date:	OR Days After Award: 30
Accounting Add	
Submit Cancel	

Whatever line item information you put in before will default over, we must change the quantity to be shipped to address #1, so change the quantity field to the desired amount.

4. Quantity and Amount is recalculated, Now Add Accounting

Requisition Information		
Requisition Number: CSB-01000-02-0015	Description: Computer	Quantity: 2
Version: BASE		Unit Price: \$100.00
		Amount: \$200.00

Delivery Location/Accounting Detail	
Ship To	
Ship To: CHEMICAL SAFETY	Mark For:
Quantity: 1	Amount: 100.00
Delivery Date:	OR Days After Award: 30
Accounting Add	
Submit Cancel	

1. We changed quantity to "1" and the amount adjusted by itself.

2. Click "Add" to put in the accounting information.

Once you click "Add" go to the next page of this manual.

5. Submit Accounting Information

Requisition Information		
Requisition Number:	CSB-01000-02-0015	Ship To Code: CHEMICAL SAFETY
Version:	BASE	Quantity: 1
		Amount: \$100.00

Accounting Information Detail	
Cohort	XX ... DEFAULT
Project	XXXXXXXXXX ... FUTURE USE
Future 1	XXXXXXXXXX ... FUTURE USE
Future 2	XXXXXXXXXX ... FUTURE USE
Percent:	100
Quantity:	1
Amount:	100.00
Committed Amount:	
Unobligated:	
Subject to Availability of funds: <input type="checkbox"/>	

Calculate Submit Cancel

“Submit” your accounting information for shipping address #1 if it is correct.

6. Submit the First Shipping Address

Requisition Information		
Requisition Number:	CSB-01000-02-0015	Description: Computer
Version:	BASE	Quantity: 2
		Unit Price: \$100.00
		Amount: \$200.00

Delivery Location/Accounting Detail	
Ship To	
Ship To:	CHEMICAL SAFETY Edit ... Mark For: Edit ...
Quantity:	1 Amount: 100.00
Delivery Date:	OR Days After Award: 30

Accounting	
Select	Accounting Code
<input checked="" type="radio"/>	(None)

Treasury Symbol	Fiscal Year	USSGL	Cost Code	Object Class	Reporting Categ
CSB3850SE02XX	2002	610001	CSB0904000	2611	00000000

Submit Cancel

Now we must submit all the information for shipping address #1 on this line item. After you “Submit” go to the next page.

7. Add Second Shipping Address

VFO

Requisition

General
Additional Info
Ship To
Text
Summary
Return

First Previous Next Last Add Copy Delete ?

Item Information

Requisition Number: CSB-01000-02-0015 Item Number 0001 of 1

Add Edit Delete

Ship To/Accounting

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input type="checkbox"/>	CHEMICAL SAFETY		1	\$100.00	30 Days After Award

Click "Add" to enter in the information for shipping address #2.

8. Change the "Ship To" Address

Requisition Information

Requisition Number: CSB-01000-02-0015 Description: Computer Quantity: 2
Version: BASE Unit Price: \$100.00
Amount: \$200.00

Delivery Location/Accounting Detail

Ship To

Ship To: CHEMICAL SAFETY Edit ... Mark For: Edit ...

Quantity: 1 Amount: 100.00

Delivery Date: OR Days After Award: 30

Accounting Add

1. Note how the remaining quantity and amount filled in.

2. Click on the look-up button next to "Ship To" to choose a new address.

Submit Cancel

Once you click the look-up button go to the next page of this manual.

9. Look Up Address

Ship To Office Address Selection

Search: For:

Max Results: Results per Page:

Code	Name	Address 1	Address 2	Address 3	Address 4	City	State	Zip
ACCESS BOARD	ACCESS BOARD	1331 F STREET, NW	SUITE 1000			WASHINGTON	DC	200
ARC/ASD/PRB	ARC/ASD/PRB	200 3RD STREET	UNB - 6TH FLOOR	PO BOX 1328		PARKERSBURG	WV	261
CHEMICAL SAFETY	CHEMICAL SAFETY	2175 K STREET, NW	SUITE 400			WASHINGTON	DC	200
MASTER	MASTER	200 3RD STREET	UNB 6TH FLOOR	PO BOX 1328		PARKERSBURG	WV	261
MINE SAFETY	MINE SAFETY	1730 K STREET, NW	6TH FLOOR			WASHINGTON	DC	200
SPECIAL COUNSEL	SPECIAL COUNSEL	1730 M STREET, NW	SUITE201			WASHINGTON	DC	200
TRAVEL	TRAVEL	TM INTERFACE					WV	

Page 1 of 1 (7 results found)

Choose Shipping Address #2.

10. Add the Accounting

Requisition Information

Requisition Number: CSB-01000-02-0015 Description: Computer Quantity: 2
Version: BASE Unit Price: \$100.00
Amount: \$200.00

Delivery Location/Accounting Detail

Ship To

Submit to save your data.

Ship To: ... Mark For: ...

Quantity: Amount:

Delivery Date: OR Days After Award:

Accounting

Submit Cancel

1. The Address fills in.

2. "Add" the accounting information for Shipping Address #2.

Once you click "Add" go to the next page of this manual.

11. Submit the Accounting info

Requisition Information	
Requisition Number: CSB-01000-02-0015	Ship To Code: ARC/ASD/PRB
Version: BASE	Quantity: 1
	Amount: \$100.00

Accounting Information Detail	
Cohort	XX ... DEFAULT
Project	XXXXXXXXXX ... FUTURE USE
Future 1	XXXXXXXXXX ... FUTURE USE
Future 2	XXXXXXXXXX ... FUTURE USE
Percent	100
Quantity	1
Amount	100.00
Committed Amount:	
Unobligated:	
Subject to Availability of funds: <input type="checkbox"/>	

“Submit” the accounting info. as long as it fits the correct cost center, the information can be the same as “Shipping Address #1” or it can be different.

12. Submit the Information

Requisition Information	
Requisition Number: CSB-01000-02-0015	Description: Computer
Version: BASE	Quantity: 2
	Unit Price: \$100.00
	Amount: \$200.00

Delivery Location/Accounting Detail	
Ship To	
Ship To: ARC/ASD/PRB	Mark For:
Quantity: 1	Amount: 100.00
Delivery Date:	OR Days After Award: 30

Accounting	
<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="button" value="Delete"/>	
Select	Accounting Code
(None)	CSB3850SE02XX
Treasury Symbol	Fiscal Year
2002	USSGL
610001	Cost Code
CSB0904000	Object Class
2611	Reporting Categ
00000000	

Now we must submit all the information for shipping address #2 on this line item. After you “Submit” go to the next page

13. Back to the Items Menu



The screenshot displays the VFO Requisition system interface. On the left is a navigation menu with the following items: Requisition, General, Additional Info, Ship To (highlighted with a red border), Text, Summary, and Return. The main content area at the top features a set of navigation buttons: First, Previous, Next, Last, Add, Copy, Delete, and a question mark. Below these is the 'Item Information' section, which shows 'Requisition Number: CSB-01000-02-0015' and 'Item Number 0001 of 1'. A second set of buttons (Add, Edit, Delete) is located below the item information. The 'Ship To/Accounting' section contains a table with two rows of shipping addresses. The table has columns for 'Select', 'Ship To', 'Mark For', 'Quantity', 'Amount', and 'Deliver By'.

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input checked="" type="checkbox"/>	CHEMICAL SAFETY		1	\$100.00	30 Days After Award
<input type="checkbox"/>	ARC/ASD/PRB		1	\$100.00	30 Days After Award

The 2 shipping addresses pictured above are for one line item. Now you merely proceed to finish the requisition, by adding vendors, attachments, validating, and routing. These are explained in other manuals.